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CYNGOR TREF LLANFAIRFECHAN TOWN COUNCIL
MINUTES OF THE FULL COUNCIL MEETING
Held on the 14 June 2017 in the Council Chamber at 7.00pm

PRESENT: Councillors: Chair – Mayor Delohne Merrell

Miss Penny Andow Mrs Carol Gell Claire Hughes Alan Jones Chris Jones

Mrs Christine Roberts Gareth Roberts Glenn Robinson

OFFICER: Ms E Shepherd Town Clerk & RFO

ABSENT: NONE

76. TO RECEIVE REPRESENTATIONS/QUESTIONS FROM MEMBERS OF THE PUBLIC. (5 MINUTES PER SPEAKER WITHIN 20 MINUTES FRAMEWORK OR AT THE DISCRETION OF THE CHAIR).
- 1) Defibrillators update – Mrs Catherine Hardiman, Your Hwb, and Paul Jones, Welsh Ambulance First Responder, gave a verbal report. The Rotary donated money from the Jack Hutt memorial fund to purchase the defibrillator for the Community Hall and the Town Council purchased the casing; Pavilion Café proprietor purchased defibrillator and Town Council purchased casing. The Croquet Club won their defibrillator and will pay for connecting to electricity supply. It was stated the Croquet Club cabinet is internal but it may be possible to adapt for external use. The Welsh Ambulance supplied the defibrillators and the Town Council paid for connecting to electricity supply. It was noted that there is one already in place outside the Fire Station and the Golf Club members are fundraising towards placing one in their premises. Financial assistance towards promotional cost of flyers for distribution on Carnival day was requested. The use of the Town Council photocopier and free paper was offered. **RESOLVED to receive and note.**
77. TO RECEIVE APOLOGIES FOR ABSENCE. **RESOLVED to receive and note apologies from Councillors Deputy Mayor Andrew Hinchliff, Mrs Alison Chadwick, Miss Nia Jones and Gareth Wyn Jones**
78. TO RECEIVE DECLARATION OF COUNCILLOR'S INTEREST – CODE OF LOCAL GOVERNMENT CONDUCT (MEMBERS ARE REMINDED THAT THEY MUST DECLARE THE EXISTENCE AND NATURE OF THEIR DECLARED PERSONAL INTEREST). **NONE**
79. TO APPROVE MINUTES OF THE FULL COUNCIL MEETING HELD ON THE 17 MAY 2017. **RESOLVED to approve and sign as a correct record.**
80. MATTERS ARISING FROM THE ABOVE MINUTES. the following matters were amended prior to meeting to read
- 35 TO REVIEW AND ADOPT STANDING ORDERS AND FINANCIAL REGULATIONS. **It was RESOLVED to approve and adopt the Standing Orders to include amendment that a list of councillors' attendance is published and placed on the town council's website on a six monthly basis. RESOLVED to receive and note.**
- 39 TO RECEIVE NOMINATIONS FOR ELECTION OF CHAIR OF COMMITTEES / SUB COMMITTEES **Amendments were made to the list to include the new councillor and changes to staffing committee (New list attached Appendix 1). RESOLVED to receive and note.**
- 40 TO RECEIVE REPRESENTATIVES TO OUTSIDE BODIES. **Amendments were made to the list to include the new councillor (New list attached Appendix 2). RESOLVED to receive and note.**
81. TO APPROVE MINUTES OF THE FULL COUNCIL MEETING HELD ON THE 31 MAY 2017. **RESOLVED to approve and sign as a correct record.**

82. MATTERS ARISING FROM THE ABOVE MINUTES. **NONE**
83. TO APPROVE MINUTES OF THE SPECIAL FULL COUNCIL MEETING HELD ON THE 7 JUNE 2017. **RESOLVED to approve and sign as a correct record.**
84. MATTERS ARISING FROM THE ABOVE MINUTES. **NONE**
85. TO RECEIVE INTERNAL AUDITORS REPORT YEAR ENDING MARCH 2017. Members were informed that there were two recommendations:-
- 1 The asset register should be amended to include the assets at a valuation net of VAT and the annual return should be amended to state assets valuation at £40,494
 - 2 The Council must ensure all employees have contracts of employment. Please provide for audit in 17/18.
- Members were informed that point 1 had been carried out, and point 2 that all employees have contract of employment and will be available for inspection in 2017/18.
- RESOLVED to receive and note.**
86. TO APPROVE AND SIGN ANNUAL GOVERNANCE STATEMENT YEAR ENDING MARCH 2017. The Mayor signed and dated the statement. **RESOLVED to receive and note.**
87. TO RECEIVE FINANCIAL REPORT STATEMENT 2. **RESOLVED to receive and note.**
88. TO RECEIVE PETTY CASH REPORT STATEMENT 2. **RESOLVED to receive and note.**
89. TO APPROVE PAYMENT TO

Retrospective notice of payment approved by Cllr Miss Penny Andow and Cllr Miss Nia Jones

1)	Invoice No	Payee	Reference	Amount	Cheque no.
	ER/2436 33726	CCBC	Playground inspection April 2017	£20.80	102087

RESOLVED to receive and note.

2)	Invoice No	Payee	Reference	Amount	Cheque no.
	2999	JDH Business Services Ltd	2016/17 Internal Audit	£354	102088

RESOLVED to approve payment

3)	Invoice No	Payee	Reference	Amount	Cheque no.
		Kidney Wales Foundation	sponsorship collection for Walk for Life 2017	£426.24	102089

RESOLVED to approve payment

4)	Invoice No	Payee	Reference	Amount	Cheque no.
	ER/243637802	CCBC	Provision of a community skip at Station Rd 27/05/2017	£222	102090

RESOLVED to approve payment

5)	Invoice No	Payee	Reference	Amount	Cheque no.
	ER/2436375 35	CCBC	Playground inspections for May 2017	£20.80	102091

RESOLVED to approve payment

6)	Invoice No	Payee	Reference	Amount	Cheque no.
	1389Dw	Cyfieithu Cymunedol Cyf	Translation of 31 May 2017 Agenda	£23.71	102092

RESOLVED to approve payment

- 7) Wages for June 2017 to the Town Clerk **RESOLVED to approve payment and sign cheque number 102093**
- 8) Wages for June 2017 to the Admin Assistant **RESOLVED to approve payment and sign cheque number 102094**
- 9) Wages for June 2017 to the Environmental Operative **RESOLVED to approve payment and sign cheque number 102095**
90. LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES – LOCAL GOVERNMENT (DEMOCRACY) (WALES) ACT 2013 REVIEW OF ELECTORAL ARRANGEMENTS FOR THE COUNTY BOROUGH OF CONWY - To receive feedback on meeting attended on the 1 June 2017 at Bodloneb Conwy and to respond to consultation. The County Councillor for Pandy Ward and the Town Clerk gave a verbal report. It was stated that it had been advised to respond to the review. **RESOLVED to provide information based on projected growth. It was also stated that both County Councillors work well for the benefit of the community and provide cover relief for holiday or sickness.**
91. TO RECEIVE CORRESPONDENCE FROM
- 1) CCBC – Closure of Public Convenience – Station Road, Llanfairfechan. Members were informed that following a survey by CCBC there was £20K cost to repair and to bring the building up to H&S standards and therefore regrettably the toilets will be closed. It was noted that there are toilet on the Promenade that are not too far a distance from the Station Road facilities. **RESOLVED to request copy of the report and to bring back to future meeting.**
 - 2) One Voice Wales Conwy/Denbigh Area Committee meeting held at Eirianfa Community Centre Factory Place Denbigh LL16 3TS on Wednesday 5 July 2017 at 7pm (to elect Representative onto outside bodies). **RESOLVED to receive and note.**
 - 3) Request from Seafarers UK to please fly the Red Ensign for Merchant Navy Day – 3 September (cost of flag £50-60 approx.) **RESOLVED to receive and note.**
92. TO RECEIVE FEEDBACK REPORTS ON MEETINGS ATTENDED BY REPRESENTATIVES ON OUTSIDE BODIES ON BEHALF OF TOWN COUNCIL (ONLY).
- 1) Community Hall – A verbal report was presented. Quote in the region of £10K for the painting of the main hall had been received, request for community help had been made. The kitchen in Lloyd Hughes’ Room is to be refurbished following grant from the Coop, and possibly purchase of new front door. The main hall floor refurbishment is to be carried out during August. It was noted that all matters are ongoing. **RESOLVED to receive and note.**
 - 2) Library – A verbal report was presented. It was noted that the disabled access requires updating. **RESOLVED to receive and note.**
 - 3) Ysgol Babanod – it was noted that the playhouse that had been vandalised had been removed by the Education Services; County Councillors are assisting with seeking donation of new shed and toys. **RESOLVED to receive and note.**
 - 4) Llwyn y Gog - It was reported that a site meeting between Town Councillors and CCBC Open Access Officers had taken place. It was noted that there is no capital money for repairs to the kerb

stones. The grassed area will be reseeded and bollards will be put in place to stop further damage. Cartrefi Conwy will be contacted regarding providing more parking spaces for residents. **RESOLVED to receive and note.**

93. TO DISCUSS VICTORIA GARDENS FLOWER BEDS following site meeting. It was reported that overgrowth of weeds require spraying. Hedges around the old toilet block are in need of cutting down to a suitable height. Trip hazards of old Crazy Golf site require to be removed. WI Flower bed is blooming, it was also stated the Split Willow will look after another of the beds. **RESOLVED to receive and note quote will be sought and reported back to members for approval.**

94. PLANNING – Reference 0/44036

Applicant: Mrs Susan Bourne

Proposal: Crown lift and reduce 1 group of Sycamore trees

Location: 32 Gorwel Llanfairfechan LL33 0DT

RESOLVED to have no objections to the above application.

95. PLANNING – Reference 0/44047

Applicant: Mr Neville Tyerman

Proposal: To reduce 1 no Birch Tree to 3m and reduce 1 no Pine Tree to 3m

Location: 4 St Winifred's Close, Llanfairfechan LL33 0NT

RESOLVED to have no objections to the above application.

96. TO RECEIVE REPORTS OF COMPLAINTS/CONCERNS/COMPLIMENTS

- 1) CCBC – Review of school crossing patrol provision. Members were informed of CCBC Communities Overview and Scrutiny Committee meeting stating that a review of school crossing patrols provision in 20mph speed limit in the vicinity of schools be reviewed in the future. *'Llanfairfechan Ysgol Babanod and Ysgol Pant y Rhedyn crossings were noted as one of the areas within the county and Members were requested to support their disestablishment as they no long met the criteria. County Councillors had resolved that the report be deferred to a future meeting of the Communities Overview ad Scrutiny Committee, pending the inclusion of additional information including the School Crossing Patrol Service guidelines (September 2016) the Pedestrian/Vehicle (PV²) figures, the length of the School Crossing Patrol (SCP) vacant posts and the impact of the removal of each SCP'.* **RESOLVED to receive and note.**
- 2) TPO CCBC 180 – confirmation of provisional tree preservation order CCBC 180 Members were informed of the conclusion *'The trees protected under the Provisional Tree Preservation Order are mature examples of their species occupying a prominent position of Penmaenmawr road. The trees tie in with those on neighbouring properties and surrounding area (many of which are either protected by virtue of their situation within the conservation area). In the Tree Officer's opinion, the trees provide landscape value both as individual trees and as part of the larger group. With this in mind, the trees warrant protection by way of a TPO, to enable the Council to exercise control over their future and the way in which they are managed'.* **RESOLVED to receive and note.**
- 3) Replace shed in Ysgol Babanod following vandalism. Members were informed that arrangement for a site meeting had taken place and the matter was referred to the County Councillors to investigate further. **RESOLVED to receive and note.**
- 4) Noise pollution – Wedding Reception and Live Music events from Camping site had been reported and investigated.
- 5) Upper Mill Road - it was reported that an air rifle had been used to shoot at cats. The matter had been reported to the Police.
- 6) Bus Stop sign – had been vandalised and reported.

- 7) Fly Tipping – sofa in river had been reported and had been removed.
- 8) Kingdom Security Service – reports that retired visitors who had their dog off the lead had been booked on their first day of holiday. Request that officers from Regulatory Service CCBC attend Town Council meeting to discuss these matters as well as lack/inadequate signage on the Promenade.
- 9) Antisocial Behaviour – reported car windows had been damaged by Golf Club – suggested Police be invited to a Town Council meeting to discuss recent spate of antisocial behaviour.
- 10) Station Road Car Park – it was reported that one of the large green refuse bins had been removed, the area had also been tidied. A request to empty the clothing bin had been made.
- 11) Overgrown Hedges – reported hedges were overhanging the pedestrian footpath by 9 and 14 Bryn Rhedyn.

97. TO ARRANGE DATE AND TIME FOR FOOTPATH COMMITTEE TO DISCUSS CCBC REVIEW ON RIGHTS OF WAY IMPROVEMENT PLAN (ROWIP) AS REQUIRED BY THE COUNTRYSIDE & RIGHTS OF WAY (CROW) Act 2000, section 60 Further information to be found www.conwy.gov.uk/en/Resident/Leisure-sport-and-health/Coast-and-Countryside/Rights-of-Way-Improvement-Plan.aspx

Statutory guidance for producing ROWIPs can be found <http://gov.wales/topics/environmentcountryside/consmanagement/rights-of-way-and-wider-access/rights-of-way/?lang=en>

RESOLVED to receive and note members will read the relevant documents and a convenient date and time for a meeting will be arranged.

98. TO ARRANGE DATE AND TIME FOR STAFFING COMMITTEE MEETING. Members will be contacted to arrange a convenient date to all. **RESOLVED to receive and note.**

99. DATE OF NEXT MEETING – GENERAL PURPOSES MEETING HELD ON THE 28 June 2017. Members were reminded that the Photographer will be at the next town council meeting at 6.30pm.

CLOSE – The meeting closed at 9pm

Signature _____ Date _____

Chair